

## **201 KAR 34:060. Qualifying experience under supervision.**

RELATES TO: KRS 309.130(3), 309.1305(5), 309.1315, 309.133, 309.134

STATUTORY AUTHORITY: KRS 309.1315(1), (4), (12), (16), 309.134(1)(b)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.1315(1), (12), and (16) require the board to promulgate administrative regulations necessary to carry out the provisions of KRS 309.130 to 309.1399, to approve the level of supervision for a person seeking licensure, and to establish requirements for supervision and qualifications of supervisors. KRS 309.1315(4) requires the board to process applications. KRS 309.134(1)(b) requires an applicant to obtain a board-approved supervisor of record. This administrative regulation establishes the requirements for supervision and the qualifications necessary to be a supervisor and a supervisor of record.

Section 1. Definitions. (1) "Board-approved qualified mental health professional" means a licensed marriage and family therapist, licensed psychologist, licensed psychiatrist, licensed professional clinical counselor, or licensed clinical social worker.

(2) "Direct client contact hours" means hours spent providing art therapy services to a client with services performed in an individual, couple, family, or group format.

(3) "Face-to-face supervision" means supervision that is either:

(a) Interactive, simultaneous video and audio media if at least two (2) direct meetings per month are conducted in person with the supervisor and supervisee physically present in the same room; or

(b) All the meetings take place with the supervisor and supervisee physically present in the same room.

(4) "Group supervision" means the supervision of a group of six (6) individuals or less.

(5) "Individual supervision" means case consultation between the supervisor and the supervisee that is restricted to the supervisee's cases.

(6) "Supervisee" means a licensed professional art therapy associate who works with clients under supervision.

(7) "Supervision" means the educational process of utilizing a partnership between a supervisor and a supervisee aimed at enhancing the professional development of the supervisee to meet the requirements of KRS 309.134.

(8) "Supervisor" means a board-approved licensed professional art therapist or qualified mental health professional who controls, oversees, guides, and takes responsibility for the practice of professional art therapy of a supervisee in accordance with this administrative regulation.

(9) "Supervisor of record" means an approved licensed professional art therapist in the Commonwealth of Kentucky who meets the requirements established in Section 2 of this administrative regulation.

Section 2. Requirements to be a board-approved supervisor. (1) A licensed professional art therapist that is a supervisor shall have a minimum of four (4) years of experience in the practice of art therapy. A board-approved qualified mental health professional that is a supervisor shall have a minimum of four (4) years of independent experience.

(2) A supervisor shall not have:

(a) An unresolved citation filed against him or her by the board;

(b) A disciplinary action that resulted in the suspension or probation of a license; or

(c) A previous or existing personal relationship with a supervisee.

(3) In order to obtain board-approved supervisor status, a supervisor shall complete three

(3) hours of board-approved supervisor training which shall be completed within one (1) year of the supervisor seeking board approval.

(a) The board-approved supervisor training shall cover:

1. Kentucky law governing the practice of art therapy contained in both KRS Chapter 309 and 201 KAR Chapter 34, theories of supervision, ethical issues involved in supervision, and supervisor responsibilities; and

2. Documentation in a supervision log that includes supervision times as well as the treatment and planning that is employed.

(b) Supervisor training shall be an onsite or online course which shall be conducted by an instructor who is a licensed professional art therapist or board-approved qualified mental health professional and who has demonstrated proficiency in the curriculum established in this administrative regulation.

(c) To maintain board-approved supervisor status, a supervisor shall retake the board-approved supervisor training every three (3) years.

(4) Supervisory experience obtained in Kentucky with a supervisor who has not completed the course required by subsection (3) of this section shall not be accepted by the board.

(5) A licensed professional art therapist shall not serve as a supervisor of record for more than six (6) licensed professional art therapist associates with whom he or she has a supervisory agreement at the same time.

(6)(a) An applicant receiving supervision outside of Kentucky shall demonstrate that his or her supervisor has been independently licensed in a clinical practice for four (4) years following licensure as a professional art therapist or with one (1) of the groups approved by the board as of the time of the supervision.

(b) The out of state supervisor shall have the equivalent qualifications to those prescribed for a supervisor established in this administrative regulation.

(7) To be recognized as a supervisor, a licensed professional art therapist or board-approved qualified mental health professional who meets the requirements of this section shall request in writing to become a supervisor in Kentucky and provide a copy of the supervisory training certificate.

Section 3. Supervisory Agreement for Licensed Professional Art Therapist Associate Supervision. (1) Prior to beginning supervision, a supervisee shall enter into a supervisory agreement with a supervisor of record and submit it to the board for approval.

(2) At a minimum, the supervisory agreement shall address the following:

(a) The name and license number of the supervisee;

(b) The name and license number of the supervisor of record;

(c) The name and license number of other supervisors;

(d) The agency, institution, or organization where the experience will be received;

(e) A detailed description of the nature of the practice including:

1. The type of clients who will be seen;

2. An accurate assessment of client problems leading to proficiency in applying professionally recognized nomenclature and developing a plan for treatment which meets currently recognized standards in the profession;

3. The therapies and treatment modalities that will be used including the prospective length of treatment;

4. Problems that will be treated;

5. The nature, duration, and frequency of the supervision, including the:

a. Number of hours of supervision per week;

b. Amount of group and individual supervision;

c. Ethical considerations for the use of internet, social networking, and electronic media for the transmission of case information; and

d. Number of hours of face-to-face supervision, including how that supervision shall be obtained;

(f) The conditions or procedures for termination of the supervision;

(g) A statement that:

1. The supervisor of record understands that he or she shall be held accountable to the board for the care given to the supervisee's clients; and

2. The supervisor of record and other supervisors shall meet the criteria established in Section 2 of this administrative regulation;

(h) An individualized job description that:

1. Describes in detail how the requirements of this administrative regulation will be met; and

2. Is on office or agency letterhead that is signed by the executive director, the agency director, or the individual who heads the office; and

(i) A copy of each supervisor's supervisory training certificate that is attached to the supervisory agreement.

(3) Changes to that portion of the supervisory agreement that describes the nature of the practice and experience that the supervisee is to obtain as required by this administrative regulation shall be submitted to the board for approval.

(4) If the supervisee changes his or her supervisor of record, a new supervisory agreement shall be submitted to the board for approval.

(5) A supervisee shall notify the board by letter of changes of supervisors who are not the supervisor of record, but who are identified in the supervisory agreement and attach a copy of the supervisor's supervisory training certificate.

Section 4. Notice to Client. A licensed professional art therapy associate practicing under the supervision of a licensed professional art therapist or a board-approved qualified mental health professional shall notify in writing each client of the associate or by posting a notification which shall include:

(1) The name, office address, telephone number, and license number of the supervisor of record; and

(2) A statement that the supervisee is licensed by the board.

Section 5. Experience under supervision. (1) Experience under supervision shall consist of:

(a) At least sixty (60) percent of the required experience in direct client contact hours;

(b) Direct responsibility for a specific individual or group of clients; and

(c) Broad exposure and opportunity for skill development with a variety of dysfunctions, diagnoses, acuity levels, and population groups.

(2) The board may for extenuating circumstances beyond the supervisor's or supervisee's control, such as in cases of disability, illness, or undue hardship, grant a limited waiver from the requirement of two (2) monthly direct in person meetings to satisfy the face-to-face supervision requirements upon written request by the supervisor and supervisee.

Section 6. Supervision Requirements. (1) A minimum of seventy-five (75) percent of the supervision hours shall be provided by a licensed professional art therapist who has been recognized as a board-approved supervisor under Section 2 of this administrative regulation.

(2) A board-approved qualified mental health professional who has been recognized as a board-approved supervisor under Section 2 of this administrative regulation may provide up to a maximum of twenty-five (25) percent of supervision hours.

- (3) Supervision shall relate specifically to the qualifying experience and shall focus on:
  - (a) The accurate assessment of a client problem leading to proficiency in applying professionally recognized clinical nomenclature;
  - (b) The development and modification of the treatment plan;
  - (c) The development of treatment skills suitable to each phase of the therapeutic process;
  - (d) Ethical problems in the practice of art therapy; and
  - (e) The development and use of the professional self in the therapeutic process.
- (4)(a) Supervision shall total a minimum of 100 hours and 1,000 client contact hours which shall include individual supervision of no less than one (1) hour for every ten (10) hours of client contact.
- (b) A supervisee shall not obtain more than twenty-five (25) hours of the required supervision by group supervision.
- (c) Group supervision shall not be permitted in groups of more than six (6) supervisees.

Section 7. Documentation Requirements. (1) The board-approved supervisor and licensed professional art therapy associate shall maintain copies of the completed supervision log, which shall document:

- (a) The frequency and type of supervision provided; and
  - (b) The method of supervision utilized, such as observation, dialogue and discussion, and instructional techniques employed.
- (2) Documentation shall identify modality of supervision.

Section 8. Temporary Supervision. (1) In extenuating circumstances, if a licensed professional art therapist associate is without supervision, the associate may continue working for up to ninety (90) calendar days under the supervision of another clinical supervisor while a board-approved supervisor is sought and a new supervisory agreement is submitted to the board. Extenuating circumstances include situations such as death or serious illness of the board-approved supervisor, a leave of absence by the supervisor, or the termination of the supervisor's employment.

(2) The supervisee shall notify the board of these extenuating circumstances within ten (10) days of the occurrence and shall submit, in writing, a plan for resolution of the situation within thirty (30) calendar days of the change in status of board-approved supervision. The written plan shall include:

- (a) The name of the temporary supervisor;
- (b) Verification of the credential held by the temporary supervisor;
- (c) An email address and a postal address for the temporary supervisor and the supervisee; and
- (d) A telephone number for the temporary supervisor.

Section 9. Evaluation by the Board. The period of supervised experience required by KRS 309.133(1) and 309.134 shall be evaluated by the board according to one (1) of the following methods:

(1) A candidate who seeks to obtain experience in the Commonwealth of Kentucky shall submit the supervisory agreement required by Section 3 of this administrative regulation for the experience prior to beginning to accrue the required experience; or

(2) Documentation for an applicant for licensure as a licensed professional art therapist that establishes that an individual has been licensed in another jurisdiction at the clinical level and has been engaged in the active practice of professional art therapy work in that jurisdiction for at least five (5) years immediately preceding the filing of an application for licensure as a pro-

fessional art therapist with the board pursuant to 201 KAR 34:025 shall meet the requirement for supervision established in this administrative regulation. (40 Ky.R. 2387; 41 Ky.R. 33; eff. 8-1-2014.)